**Southington High School**

**Request for Transcript and College Application Processing**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you using the Common Application to apply to this College/University? **YES / NO**

**If yes**, did you complete the FERPA waiver and authorization in the Common

Application, and then match accounts in Naviance Family Connection? **YES / NO**

**\*Letters of Recommendation cannot be sent unless this waiver and authorization is completed.\***

**Application Deadline** (as indicated on the college website): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note*:** **This form must be submitted to the SHS Guidance Office no later than 3 weeks**

**prior to the application deadline.**

**Date student plans to submit application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LETTERS OF RECOMMENDATION**

* **TEACHER RECOMMENDATION:**

**Indicate below the teachers you have personally asked to write a letter of recommendation for the college listed above. Request the letter through Naviance and provide the teachers with a Brag Sheet at least 3 weeks before your college deadline.**

Teacher #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **COUNSELOR RECOMMENDATION REQUESTED: (circle one) YES / NO**

**If you want a letter of recommendation for the college listed above, please see your counselor. You must provide them with a brag sheet at least 3 weeks before your college deadline.**

**REMINDER**: SAT/ACT scores need to be officially sent through collegeboard.com/ACTstudent.org.

I authorize the SHS Guidance Office to release my academic records and any other supporting materials to the institution listed above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Parent Signature (if under 18 years of age)

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